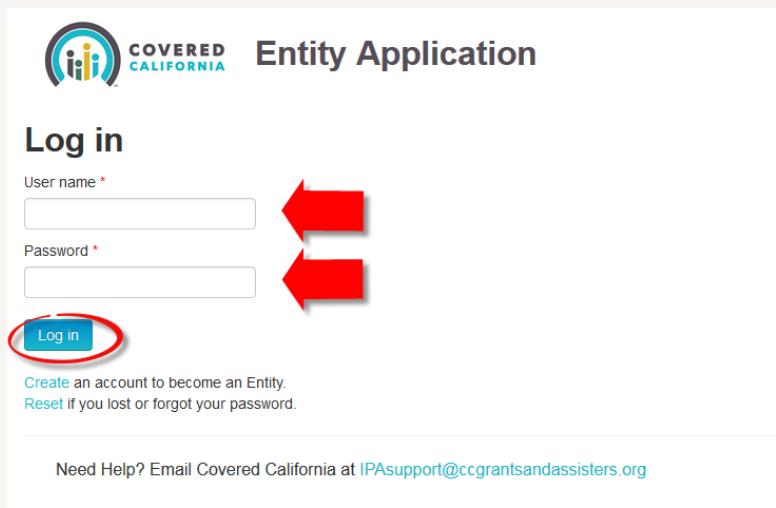


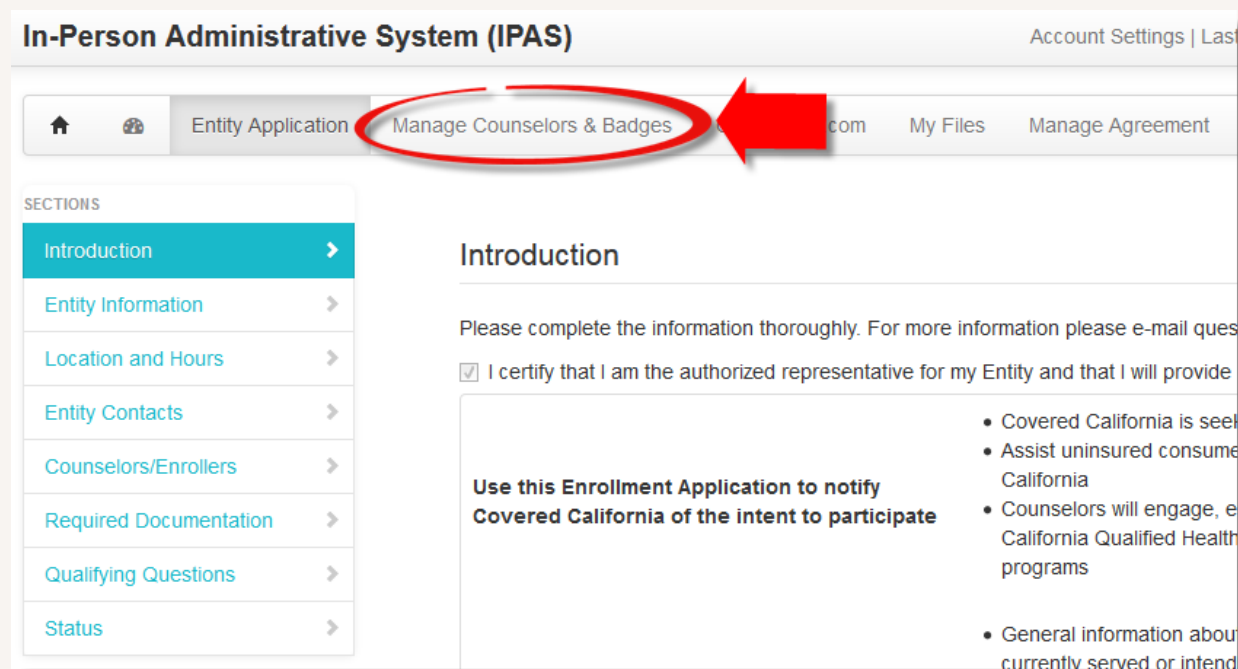
Uploading Badge Pictures on IPAS

UPLOADING BADGE PICTURES ON IPAS

1. Log into IPAS <https://ipas.ccgrantsandassistors.org/>

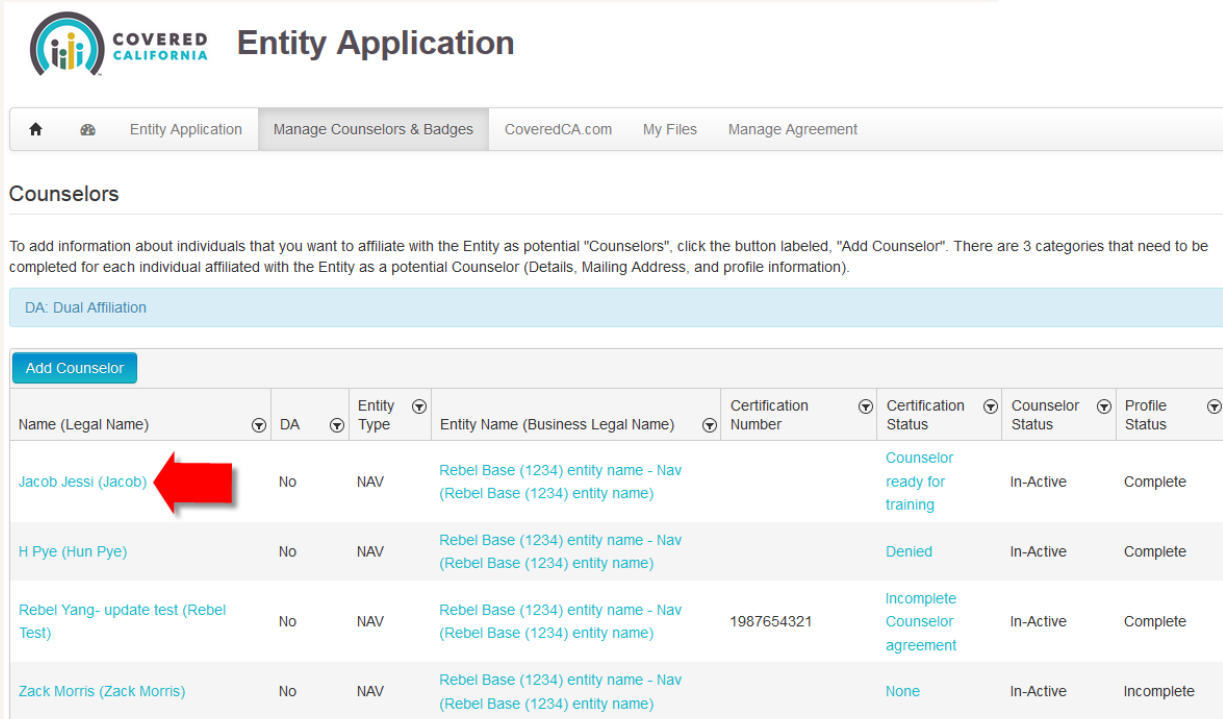


2. Select “Manage Counselors and Badges” tab at the top or click on the Counselor’s name directly from the Entity application to access their profile as shown below



Uploading Badge Pictures on IPAS

3. Select the Counselor that needs a badge picture uploaded



Entity Application

Entity Application | Manage Counselors & Badges | CoveredCA.com | My Files | Manage Agreement

Counselors

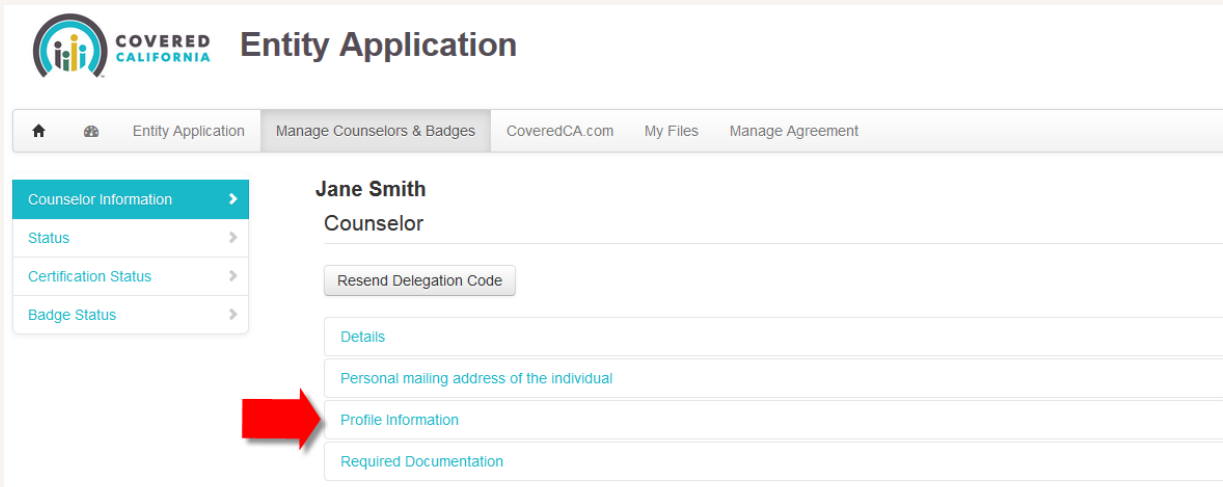
To add information about individuals that you want to affiliate with the Entity as potential "Counselors", click the button labeled, "Add Counselor". There are 3 categories that need to be completed for each individual affiliated with the Entity as a potential Counselor (Details, Mailing Address, and profile information).

DA: Dual Affiliation

[Add Counselor](#)

Name (Legal Name)	DA	Entity Type	Entity Name (Business Legal Name)	Certification Number	Certification Status	Counselor Status	Profile Status
Jacob Jessi (Jacob)	No	NAV	Rebel Base (1234) entity name - Nav (Rebel Base (1234) entity name)		Counselor ready for training	In-Active	Complete
H Pye (Hun Pye)	No	NAV	Rebel Base (1234) entity name - Nav (Rebel Base (1234) entity name)		Denied	In-Active	Complete
Rebel Yang- update test (Rebel Test)	No	NAV	Rebel Base (1234) entity name - Nav (Rebel Base (1234) entity name)	1987654321	Incomplete Counselor agreement	In-Active	Complete
Zack Morris (Zack Morris)	No	NAV	Rebel Base (1234) entity name - Nav (Rebel Base (1234) entity name)		None	In-Active	Incomplete

4. Click on "Profile Information"



Entity Application

Entity Application | Manage Counselors & Badges | CoveredCA.com | My Files | Manage Agreement

Jane Smith
Counselor

[Resend Delegation Code](#)

- [Details](#)
- [Personal mailing address of the individual](#)
- [Profile Information](#)
- [Required Documentation](#)

Uploading Badge Pictures on IPAS

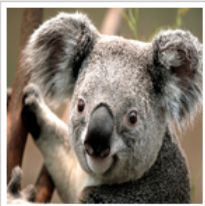
5. Click on "Upload photo" button

Details

Personal mailing address of the individual

Profile Information

Photo



To upload the picture, please click on "Upload photo" button and select your photo then click "Save Photo". Without saving, your changes will not take effect.

Upload photo

Save Photo

Preview Badge

****NOTICE:** To complete edits to Counselor name, email, phone, etc. successfully in IPAS, LMS and CalHEERS, please, complete and submit an [Application Change Request Form](#)**

6. Picture upload window will pop-up on your computer. Select your photo and click on "Open" button

In-Person Administrative System (IPAS) Account Logout

Entity Application | Manage Counselors & Badges | CoveredCA.com | My Files | Manage Agreement

Counselor Info | Status | Certification S | Badge Status

File Upload

Libraries > Pictures > Sample Pictures

Organize | New folder

Libraries: Documents, Music, Pictures, Videos

Computer: Local Disk (C:), HP_TOOLS (E:), HP_RECOVERY (F:), Home (H:)

Pictures library: Sample Pictures

Arrange by: Folder

Chrysanthemum, Desert, Hydrangeas, Jellyfish, Koala

File name: Koala

All Files

Open | Cancel

Preview Badge | Save Photo

"Upload photo" button and photo". Without saving, your

Uploading Badge Pictures on IPAS

7. Once photo upload is done a preview of the badge will pop-up

****Note: Photos should be from the shoulders up. Photos should be high quality, color, and between 70 MB-140 MB**



8. Close badge preview window and click SAVE to complete the upload process

***** Without saving, your changes will not take effect.**